

Town of Hounsfield Planning Board  
Monthly Meeting Minutes December 4, 2012  
18774 County Rt 66  
Watertown, NY 13601

Present: Chairperson Yvonne Podvin, Vice Chair Paul Locy, Members Mel Castor, Mary Ann Oliver.

Absent: Ginnie Savage

At 7:02pm Chairperson Podvin called the meeting to order with the Pledge of Allegiance.

Roll called and quorum established.

Chairman Podvin reviewed Case #07-2012

Tamara Rutz, parcel #89.00-1-72, wishes to open and operate a small retail business at the site of her residence at 13449 State Rt 3. The property is located in a Multi Use District.

This applicant does not have the paperwork needed to proceed at this time; she will prepare the paperwork for the January 2013 meeting.

Chairman Podvin reported that Chelsea & Harold Nohle (Case #06-2012) have decided not to pursue their proposed project and withdrawn their application.

Chairman Podvin reviewed the minutes from November 13, 2012. She noted the case number in the minutes should be 07 not 06. Mary Ann Oliver moved to approve the minutes with the correction, Vice Chair Locy seconded the motion. Vote 4-0; all in favor.

No other applications before the board.

Chairman Podvin asked the Board members to fill out and sign a voucher for end of year payment. She also announced that the Town Christmas get together is this Saturday, December 8th at the Town Barn.

First Tuesday in January is New Years Day, Chairman Podvin asked to move the meeting to the second Tuesday of January 2013. Vice Chair moved to approve moving the meeting to January 8th; seconded by Mel Castor. Vote 4-0; all in favor.

Zoning Enforcement Officer, Marlene Lennox agreed to do the minutes in the absence of the secretary.

Chairman Podvin moved to pay Marlene Lennox the equivalent rate, usually paid the secretary; Vice Chair Locy seconded the motion. Marlene declined payment for her service.

Zoning Enforcement Officer: Marlene Lennox reported she issued six permits in November, referred several calls to the Planning Board and addressed multiple zoning questions from the public. She earned 2 training hours at the JCC workshop and worked with Mr. Punam from Garlock Realty on appraisal questions.

Chairman Podvin asked ZEO Lennox if she knew of any further activity in on the Gersi project in Campbells Point. Ms. Lennox did not know of any current activity.

Town Supervisor Tim Scee, asked the Board how many open applications were pending for the Planning board. Chairman Podvin noted there were not current applications, but the Rutz application

was pending submission.

The Board discussed the sign on Rt. 3 advertising a business on the Burton Road. ZEO Lennox, noted she has discussed the issue with the owner.

Chairman Podvin addressed the system of paying the Planning Board members and recommended payments be adjusted or prorated for members who do not attend every meeting.

Supervisor Scee noted that payments could be adjusted per attendance. There was general agreement among the Planning Board members. Mr. Scee will discuss the issue with the Town Council. He also suggested sending Ginnie Savage a copy of the by laws with reference to her required training hours. Discussion continued regarding appointment of a new member to the Planning Board, Kelly Harringer or Nick Surdo Jr.

Mary Ann Oliver noted that Ms. Harrienger has a significant amount of experience in the business community in Hounsfield.

Tim Scee will discuss the matter at the January 2013 Town Council meeting.

#### Public Comment

Bob Siver ó Evans Road - Addressed the Board regarding his desire to divide Evans Road property and his plan to bring application to the January board meeting.

Old Business -None

New Business - None

Motion to adjourn p11 mc2 all in favor  
7.22pm

At 7:22pm Paul Locy moved to adjourn the meeting; Mel Castor seconded the motion. Vote 4-0; all in favor.

Respectfully submitted,  
Gertrude Mead Karris  
Secretary